

**Employment Opportunity
Leander Police Department
Animal Services Officer I or II**

General Information

The City of Leander is located just north of Austin and is one of the fastest growing communities in Texas, currently serving a population of approximately 37,889 community members. We invite you to learn much more about our community on our website at www.leandertx.gov

The animal services division, which is part of the Leander Police Department Support Services, is currently comprised of two uniformed animal services officers who work diligently to meet the needs of a growing community with evolving service expectations. The group is under the direction of the recently added animal services supervisor. The city does not operate its own shelter, but is proud to be a partner member with the Williamson County Regional Animal Shelter. The animal service officer would work to reduce the number of unwanted stray animals, reducing shelter intake by returning as many stray animals as possible, minimize the threat of animal related diseases, respond to animal cruelty cases, reduce bites and injuries caused by animals and provide public education.

General Duties

This is a full-time, shift position. Day-to-day responsibilities include protecting residents from and educating the community about stray or vicious animals and related diseases, working with the animal shelter partnership; captures, impounds, relocates, disposes of animals; and maintains records.

Excellent communication skills needed to handle frequent citizen contact. Must accurately articulate procedures, processes, and regulations to employees and patrons. Frequently deals with the public; communicates in person and over the telephone; provides information; explains animals control ordinances; obtains information concerning bites; handles irate or distressed citizens in a calm and effective manner. Assists people in the community in a positive, friendly and helpful way regarding pets' at large, lost pets, complaint and about pet behaviors. Address the public in a professional, friendly and attentive manner.

Minimum Qualifications

Applicants must be at least 18 years of age, and have a valid Texas Driver's License.

The applicant must have a high school education or G.E.D.; three to six months related experience or training; or equivalent combination of education and experience. Six to twelve months experience or training preferred. Candidate must obtain a Texas Department of State Health Services DSHS basic animal control certification within 12 months of employment. Candidate with two years of previous experience as a certified animal control officer may be eligible to start as animal services officer II.

Ideal Candidate

Because Leander is a growing community, the Leander animal services unit is a high profile unit and there is a significant expectation for one-on-one interaction with members of the community and community partners. Honest and regular communication with sensitivity to the views and opinions of a growing and diverse community is imperative. The ideal candidate will have a

balanced understanding of animal welfare and community animal management needs as well as excellent problem-solving and collaboration skills.

The Leander Police Department is a nationally accredited law enforcement agency through CALEA, Commission on Accreditation for Law Enforcement Agencies. The new animal services officer should be a strong advocate of industry best practices.

Selection Process

Candidates must submit a Leander Police Department job application by 5:00 pm on August 26, 2016. After acceptance of the written application and the posting has closed, applicants meeting all minimum qualifications will be notified of the date and time of the written test and agility test. All portions of the test are timed. Successful applicants will be required to pass a physical agility exam on the same day, which includes lifting 100 lbs and a cage into a pickup bed and a 50 yard run, which must be completed in 12 seconds.

On the day of the test, candidates must submit their personal history statement with all required certified documents. The personal history statement requires items such as certified birth certificate; copy of diplomas or GED; certified transcripts; copy of military discharge; credit report (dated within the allowed preparation period); court orders (as appropriate) such as: divorce, legal separation, name change, adoption, and bankruptcy. *Documents will not be returned.*

Successful candidates must pass an oral board, date and time to be announced. The top candidates must then pass a criminal background investigation. Top candidates after the oral board and background will then sit for an interview with the chief or his designee. Passing candidates will be placed on an eligibility list for conditional job offers.

The expected duration of the selection process is 9 weeks after the posting closes.

Training after Hiring

Continuing education as required by the DSHS; maintaining certification in euthanasia and chemical capture.

Policy on Reapplication

Applicants may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. If disqualified, applicants will be notified of the specific reason for the disqualification.

Salary

Starting ASO I annual salary is \$32,510.40 plus benefits. Starting ASO II annual salary is \$35,755.20 plus benefits.

Contact Information

Only the Leander Police Department application will be accepted, no city applications will be accepted. Applications can be found on-line at www.leanderpd.com or at the Police Department, 705 Leander Drive, Leander, TX 78641. Please forward applications by mail to Supervisor Edna Stambaugh. Application deadline is August 26, 2016 at 5 PM. Equal Opportunity Employment.